

External - Job Order Detail
STATE OF MONTANA IS AN EQUAL OPPORTUNITY EMPLOYER

Department: DEPARTMENT OF LABOR & INDUSTRY

Division: Employment Relations Division

Bureau: Labor Standards Bureau, Wage & Hour Unit

Date Posted: 03/12/2008

Job Category: Business and Financial Operations

**Position
Number:** 66204208

Position Title: COMPLIANCE SPECIALIST, WAGE & HOUR

Location: HELENA

Job Status: Full Time Permanent

Salary: \$36,187.00 to \$45,234.00

Salary Unit: Year

Additional Applicants' qualifications will be assessed based on minimum
Salary Info: qualifications and in accordance with Pay Plan Rules. Successful
applicant's pay will be set using the above salary range based on
qualifications.

Shift: Daytime

Band: 06

Closing Date: 03/31/2008

**Supplement
Required:** Yes

Applications must be received by 5:00 pm on the closing date.

Apply to your Local Montana Job Service Center

- OR -

State Agency:

DEPARTMENT OF LABOR & INDUSTRY

P.O. Box 1728

HELENA, MT 59624

Phone: (406) 444-3710

Fax: 444-3685

TTY: 444-0532

E-mail: dliapps@mt.gov

Special Information:

For more job details and application materials see <http://dli.mt.gov/jobopenings/> Upon date of hire, eligible for 100% state paid premiums for employee "core" medical, dental, and basic life insurance coverage (dependent coverage and supplemental options available at an additional cost). Earn 15 working days of vacation, 12 sick leave, and 10 paid holidays per year. Membership in a Retirement System with the state matching begins upon the first day of employment (vesting criteria applies).

This position requires travel and occasional irregular hours to conduct investigations as necessary. Requires extensive use of computer for word processing (WORD & Excel) and electronic mail. Requires extensive research and writing. Must be able to learn material and make public presentations.

The successful applicant must receive positive job references. Pay for employees new to the Department will be set at one step below the salary of employees with similar qualifications and shall have pay adjusted to the appropriate salary following successful completion of the trial period.

Duties:

This position is responsible for a variety of professional investigative, compliance and administrative work related to the various wage and hour and employment laws administered by the Bureau which affects employees, Montana's businesses and political sub-divisions of the State.

This position is responsible to interpret the laws, rules and related case law involving : Minimum Wage & Overtime Law, Wage Payment Act, Sick Leave and Vacation for Public Employees, Hours of Work for Deputy Sheriff in First and Second Class Counties, Minimum Wage and Overtime for Police Departments, Prevailing Wage Law, Child Labor Law, Rate of Pay for Deputies, Hours of Labor for Various Occupations, Blacklisting and Protection of Discharged Employees, Lie Detector Tests Prohibited, and Cost of Medical Examination Required as a Condition of Employment, as well as the federal Fair Labor Standards Act, Portal to Portal Act and related regulations and court precedent in order to conduct thorough, complete, and neutral investigations and mediates controversies regarding the various wage and hour laws administered by the bureau. This position is responsible to prepare written reports and recommendations.

Competencies:

Knowledge of the federal Fair Labor Standards Act, federal Portal to Portal Act, and Montana State wage, hour and labor laws, and contract law and interpretation including the regulations, principles, policies and procedures involved in enforcing these laws. Knowledge of federal Davis Bacon Act, Montana Little Davis Bacon Act, knowledge of collective bargaining and local labor agreements and contract law, and knowledge of Wrongful Discharge Act, Montana's Workers' Compensation law, Unemployment law, Independent Contractor law and the Human Rights Act. Considerable knowledge of and ability to interpret, communicate, and apply laws, regulations, administrative rules, attorney general opinions and case law to factual situations, and agency policies related to all of these Acts.

Requires high degree of skill and ability to communicate effectively orally and in writing; to establish and maintain effective working relationships with employees, employers, and other agencies and the public; to mediate and conciliate with parties to cases; to analyze cases to determine information to be gathered in an investigation, and to determine the conclusions to be drawn from the information gathered; ability to analyze conflicting facts and determine issues of credibility; to work independently in an organized manner.

The Department of Labor and Industry strives to provide an effective customer focused work environment. Our goal is to provide excellent service to all our customers. The core values of this Department are customer focus, individual responsibility, individual growth, ethics in the workplace, and continuous improvement. These values represent the Department's expectations of staff and the ideal employee is one who embraces these

values.

Education/Experience:

Requires a combination of education and experience equivalent to a bachelor's degree with course work in business, economics, accounting or a related field plus one (1) year of progressively responsible experience demonstrating the ability to explain and apply rules, investigate complaints and communicate effectively orally and in writing.

The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

Application materials required initially for this position include the following:

Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). Portions of the application may be photocopied if legible (see application page 1 for instructions).

If Supplement Required, complete application supplement identified with your name and the position number (see attached Supplement Questions if provided).

Applications materials required are:

1. Signed and completed State of Montana Employment Applications (PD 25).
2. Applicants **claiming the Veterans' or Persons with Disability Employment Preferences** (PD-25A) must provide verification of eligibility with the application materials.
3. Completed Application Supplement.
4. The successful applicant(s) with college credits or college degree(s) shown on the application may be required to provide a copy of their college transcripts or diploma upon interview or prior to hire for pay setting purposes.

*Application materials can be obtained from any Job Service office or downloaded from <http://dli.mt.gov>. Applications must be received by 5:00 p.m. on closing date.

Applications will be rejected for late, incomplete or unsigned application materials.

Typed signatures will be considered.

Supplemental Questions:

The information you provide on this application supplement will be used by the selection panel in combination with your education and experience to determine which applicants will be selected for an interview. Your responses will be viewed apart from your state application and other application material, therefore, IT IS IMPORTANT TO PROVIDE SPECIFIC INFORMATION REGARDING NAMES OF EMPLOYERS, DATES, JOB TITLES, ETC. In order to receive full credit, you must express yourself fully and completely. Do not expect the selection panel to make assumptions based upon your application, resume, or other materials when rating your application supplement.

Please put your name and the position and position number you are applying for at the top of each page. Your responses should be limited to three typewritten pages per question. Any responses exceeding this limit will not be considered.

1. Please describe your education or experience, if any, in each of the following areas. For education, be specific about the coursework you have completed in each area. For experience, be specific about the work or work-related duties you have performed which establish your experience in each area, the length of time you performed these duties, and the approximate number of hours per week or month you performed them. It is not necessary to have experience in every area to receive consideration for the position. If you have no education or experience in a particular area, please note this.

- Interpreting, administering, and enforcing laws, rules or regulations.
- Conducting investigations and preparing reports. Be specific regarding the issues involved and your role in the investigations.
- Conducting telephone or personal interview. Be specific regarding the types of persons interviewed, the formant of the interview, and the type of information sought.
- Dispute resolution or mediation. Be specific regarding issues involved and your role in any dispute resolution process.